

SUBJECT: Tandem Assignments Policy

NEW MATERIAL: This notice sets forth the policy for Tandem Assignments that will be incorporated into the new ADS Chapter 436, Foreign Service Assignments. This updated policy is more family friendly and more accurately reflects Agency practice than the predecessor policy. This notice supersedes all previous policy and guidance on tandem assignments, including HB 25, Chapter 36, as amended.

EFFECTIVE DATE: December 2, 1999

POLICY

USAID/General Notice  
DAA/M/HR  
12/02/1999

Subject: Tandem Assignments Policy

This notice sets forth the policy for Tandem Assignments that will be incorporated into the new ADS Chapter 436, Foreign Service Assignments. Current Agency practice is to accommodate, to the extent possible, tandem couples who are both employed by the U.S. government by facilitating assignments for both members of the couple, regardless of the parent agency of each. This updated policy is more family friendly and more accurately reflects Agency practice than the predecessor policy found in Handbook 25. This notice supersedes all previous policy and guidance on tandem assignments, including HB 25, Chapter 36, as amended.

TANDEM ASSIGNMENTS POLICY

The Agency will give positive consideration to making tandem assignments whenever possible. Accordingly, the Bureau for Management, Office of Human Resources, (M/HR) will make every effort to accommodate tandem couples who are both U.S. government employees, to the extent possible, recognizing that Agency programmatic needs must come first and that similar assignment opportunities must be provided to other employees. In the case of inter-agency tandem couples, the Agency will actively coordinate with the other agency in an effort to identify a suitable assignment at the same post for that member of the tandem couple. Tandem couples, especially inter-agency couples, are strongly encouraged to initiate future assignment planning early in their

assignment cycles and inform all concerned agencies of their desire for an onward tandem assignment.

### Tandem Assignments Procedures

Whenever possible, both members of a tandem couple will be assigned to the same overseas mission or post in positions appropriate to each member's personal pay grade and qualifications, and in consideration of the Agency nepotism policy and conflict of interest rules. (See Ethics Homepage or consult with your Ethics Advisor or Regional Legal Advisor.) When a member of a tandem couple is bidding on an advertised USAID position, the standard assignment process and procedures will be followed in the assignment determination. Mission management and employees must understand that the Agency's interest in accommodating tandem couples is a factor in the assignment process, with the final assignment determination made by M/HR. When a tandem assignment is not possible, each member will be assigned to separate missions or posts. One member has the option of requesting leave without pay (LWOP) to accompany the other member to their post of assignment. (See ADS 480.) Employees must submit a Completion of Assignment Report (COAR) in accordance with USAID/General Notice 0910, September 9, 1999, "The USAID Foreign Service Assignment System (2000) Instructions and Major Position Listing." Employees are also encouraged to seek guidance and counseling on assignment options from the appropriate Assignments and Performance Counselor (APC) on the Special Programs Team in the Bureau for Management, Office of Human Resources, Personnel Operations Division (M/HR/POD).

Point of Contact: Any questions concerning this Notice may be directed to Lawrence Brown, M/HR/PPIM/PP, (202) 712-1074.

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